



## Food Service Supervisor I

### Characteristics of Work

This is responsible supervisory work involving the supervision of an assigned function within a major unit of a food service operation. Work involves implementation of the directives, programs and policies of the food service program. Supervision is received from the Food Service Supervisor II or official at a higher level and supervision is provided to all food service personnel within the assigned function of the unit.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Supervises the preparation and serving of meals.

Supervises the proper accomplishment of work schedules.

Supervises preparation of appropriate records and reports or prepares same.

Supervises, evaluates, and makes appropriate recommendations on all food service personnel within the unit.

Supervises the work of cooks, kitchen helpers, waitresses and other service workers.

Makes continuous study of food waste programs.

Performs related or similar duties as required or assigned.

### Essential Functions

**These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Supervises and evaluates performance of kitchen staff.
2. Maintains supplies.
3. Attends inservice classes.

### Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel

Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to reach with hands and arms; and stoop, kneel, crouch or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Ability to use the sense of smell to recognize and distinguish odors.  
Ability to use the sense of taste to recognize and distinguish flavors.

#### **Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

Two (2) years of experience related to the above described duties.

Special Requirements

Applicants must hold or obtain within eleven (11) months of employment, certification by the Dietary Management Association.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the required certification by the Dietary Management Association.

#### **Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.